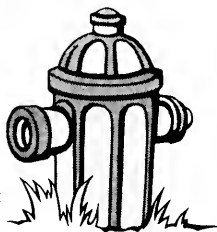


# News & Views

A NEWSLETTER DEDICATED TO INFORMATION TECHNOLOGY IN THE STATE OF MONTANA

## Firewalls - What Does the State of Montana Have in Place?

A firewall is a system designed to prevent unauthorized access to or from a private network. It can be implemented in both hardware and software, or a combination of the two. Firewalls are frequently used to prevent unauthorized Internet users from accessing private networks connected to the Internet such as the state's computer network. All information entering or leaving the private network must pass through the firewall, which examines each byte of information and blocks those that do not meet the specified security criteria that has been configured in the firewall. Firewalls are also used inside of a private network to protect highly confidential data and computer equipment needing additional security.



The State of Montana maintains a firewall between its computer network and the Internet. This firewall is Cisco's PIX (Private Internet Exchange) box. It controls access into the state's network from the Internet as well as provides address translation services. Address translation hides the real network identity of internal systems from the outside network. On the state's network, 10.x.x.x IP (Internet Protocol) addresses are used to identify computer equipment. When information or access goes outside of the PIX box, the address is changed to a 161.7.x.x IP address that is viewed by the Internet world. This way, the internal address is not seen by anyone on the Internet side of the network providing security for this equipment. If your agency's network is still using 161.7.x.x IP addresses, please contact Leo Rogge, 444-4502 for information on changing to 10.x.x.x addresses.

The configuration of the PIX box is maintained by ISD. There are no limitations to information going out to the Internet, but everything is restricted from coming into the state's network unless a request has been made to allow access. To make a request, complete the PIX Box Request form and submit electronically or in paper form to Lynne Pizzini, Network Security Officer. The form is available on the Value Added Server as DOA\_VAS\_001\SYS:GUEST\NMG\PIX.DOC (Word format) or PIX.WPD (WordPerfect format). Changes to the PIX box are made every Wednesday morning. Examples of access that may need to be granted include web servers and remote access by contractors.

The PIX box is one of the best firewall solutions on the market today. It provides security to our network while allowing access to the Internet.

For more information regarding firewalls or the Cisco PIX Box, contact Lynne Pizzini, Network Security Officer at 444-4510, ZIP!/Outlook, or e-mail at lpizzini@state.mt.us.

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Published by  
Information Services Division

# YEAR 2000 Status Report

Everyday we hear more and more about the Year 2000 Problem, or the Y2K Bug as the press likes to call it. The State of Montana has been working diligently on the issue for years now. Each agency has inventoried their computer systems and found over 700 systems that need attention. Upon closer analysis, nearly 200 were found to need little if any modification to run properly in the next century. However, many other systems need to be repaired or in some cases, replaced by newer, more functional systems. The agencies assigned priorities to each system and implemented plans to see that all systems were functional by the year 2000. A few systems, like unemployment insurance, are 'forward looking' and had to be fixed by 1999.

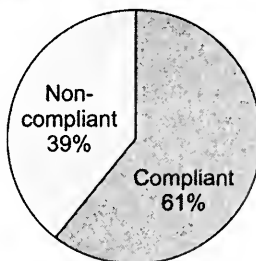
The State is well on the way to meeting its Y2K compliance goal. As of February 1, 1999, over 61% of all systems are now compliant. We expect that number to rise to over 95% by late summer.

Based on priority, the number of systems that are now compliant is as follows:

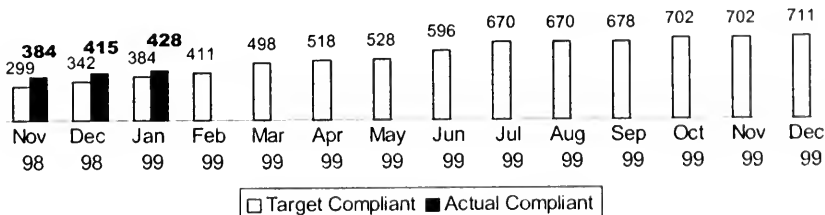
High 125 systems, 9 more than predicted  
 Medium 148 systems, 3 more than predicted  
 Low 155 systems, 32 more than predicted

The State of Montana is also working on a variety of contingency plans for the year 2000. Watch future articles for details. For more information on the Year 2000, see [www.state.mt.us/isd/year2000/](http://www.state.mt.us/isd/year2000/) or contact G. Scott Lockwood, Year 2000 Compliance Officer, at 444-2655, ZIP!/Outlook, or e-mail at [slockwood@state.mt.us](mailto:slockwood@state.mt.us).

## Year 2000 Compliance



## Year 2000 Compliance - All Systems

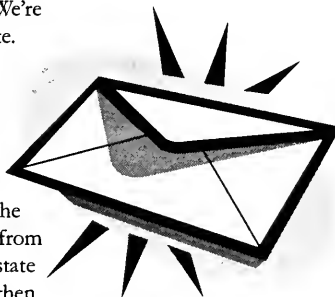


## Enterprise E-Mail Halfway There!

As of February 1999, 4700 users have been converted to the Exchange/Outlook system, leaving 4600 users on ZIP! or Tao e-mail systems. We're on our way to meeting the project's July 1, 1999 target completion date.

In other project news, users of the Outlook Web Access Client will soon be able to change passwords themselves – they will no longer need to have a central e-mail administrator make those password changes. The e-mail team is solving this problem by purchasing a Certificate of Authority for the 'state.mt.us' domain. This allows us to be recognized as a secure site for communications coming into the Exchange servers from outside of SummitNet (such as people working from home or traveling). This means that message traffic coming in from state employees using the Web Access Client will be encrypted. Encryption then makes it possible for password information to be secure as it travels across the Internet. Installation of the Certificate of Authority should be completed by the end of March.

For more information on the Exchange project, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIP!/Outlook, or e-mail at [wwheeler@state.mt.us](mailto:wwheeler@state.mt.us).



## ITMC February Meeting

The Information Technology Managers Council (ITMC) meets monthly to review technology issues that affect state government. The group met on February 3, 1999.

The group approved several ISD recommendations to discontinue use of several pieces of software that are not Year 2000 compliant and are no longer supported by the vendor. The products and dates for discontinuation are:

OS/VS COBOL	September 30, 1999
OPTIMIZER I	September 30, 1999
COBOL II	September 30, 1999
OPTIMIZER II	September 30, 1999
CICS 2.1.2	March 31, 1999

Complete minutes of the meeting are available on the ISD website at <http://www.state.mt.us/isd/groups/ITMC>.

For more information on the activities of ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIP!/Outlook, or e-mail at [wwheeler@state.mt.us](mailto:wwheeler@state.mt.us).

## Using Outlook

Outlook Conversion Articles and Outlook Tips & Tricks are available on the ISD web site at <http://www.state.mt.us/isd/techinfo/outlook.htm>.

The articles are from previous *News & Views* issues, and will expand to include other helpful information about using Outlook 98.

For more information on this article, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIP!/Outlook, or e-mail at [wwheeler@state.mt.us](mailto:wwheeler@state.mt.us).

## Calendar of Events

### March

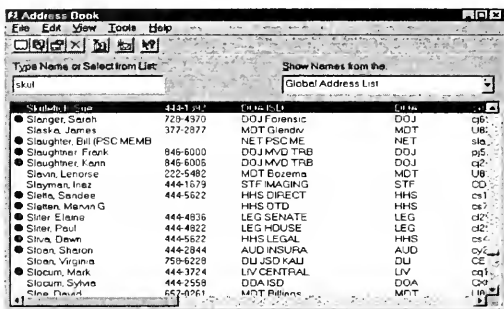
- 3** Information Technology Managers Council (ITMC), 8:30-10:30 am  
Rm 111, Metcalf Bldg.

### April

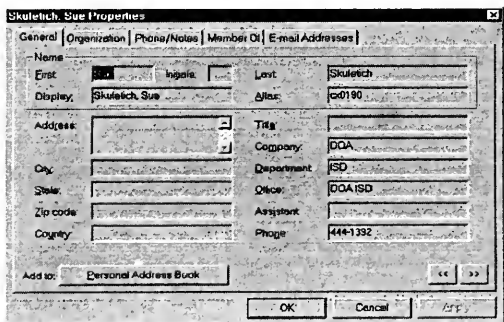
- 7** Information Technology Managers Council (ITMC) 8:30-11 am,  
Dept. of Transportation

## Outlook 98 - Internet Aliases

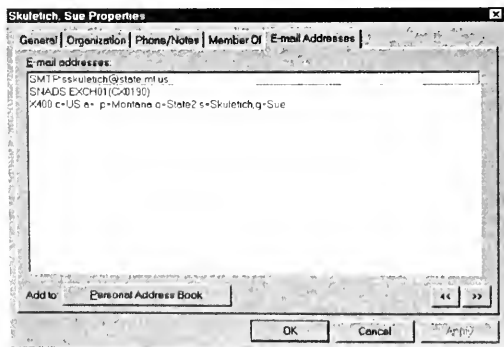
The e-mail support group is frequently asked by users what their Internet Alias address is. Or network administrators will setup a new Outlook 98 user and need to know the same information. In Outlook 98, you can look up the Internet Alias of any e-mail user listed in the Address Book. First, open the Address Book by clicking on Tools, Address Book.



With the person's name highlighted, click on File, Properties. The following screen is displayed.



Click on the e-mail Address tab to see the Internet e-mail address that is listed after "SMTP:"



If you have any questions regarding this article, contact Sue Skuletich of End Users System Support at 444-1392, ZIP!/Outlook, or e-mail at [sskuletich@state.mt.us](mailto:sskuletich@state.mt.us). If you have any Outlook problems, please contact the ISD Customer Service Center at 444-2000.

## PowerPoint - Create 3D Effects

There are a lot of 3D graphics packages, but if what you're looking for is just simple graphics to punctuate your slide message, PowerPoint has that functionality.

We will be working with the Drawing toolbar that by default appears at the bottom of your screen. If the toolbar is not there, go to View | Toolbars | Drawing and click on it.

**Add depth to text.** To add a shadow, select the text and then click on the Shadow icon on the right end of the toolbar. For more shadow options, select the text and click on the icon again and then click on **Shadow Settings**. Here you can change the amount and direction of offset, and change the shadow color.

**Insert Word Art.** Another way to add dimension to your text is with Word Art. Select new text and click on the icon in the middle of the toolbar that looks like a 3D 'A'. When you open this sub menu, you will see a gallery of 3D text effects to choose from. You can then reshape that art by clicking and dragging any of the handles.

**3D objects in AutoShapes.** Click on AutoShapes | Basic Shapes. Find the 3D shapes for cylinder, box and beveled rectangle. Select and then click and drag to resize.

**Other 3D shapes.** Select a 2D shape in AutoShapes. Click and drag to resize and then with it selected click on the 3D icon on the right end of the toolbar. Choose from the examples. Now with the 3D shape selected choose the 3D icon again and choose **3D Settings**. This sub menu allows you to change the depth of the extrusion, the color, lighting etc. It also gives you the option to rotate the 3D object.

**Animate 3D objects.** You can make this very complex but a simple way is to use the presets. With the object selected, Slide Show | Preset Animation then pick an effect. To view it go to Slide Show | View Show.

For more information on this article contact Trapper Badovinac of the Policy, Development & Customer Relations Bureau at 444-4917, ZIP!/Outlook, or e-mail at [tbadovinac@state.mt.us](mailto:tbadovinac@state.mt.us). For user support, contact the Customer Support Center at 444-2000.

# Microsoft Office 97

## Toolbars Productivity at Your Fingertips

With Office 97's toolbars, your commands are just a click away. You can even change your toolbars to suit your style. Here are some quick tips for using and customizing your toolbars and buttons.

### Seek ... and Hide

If a toolbar is missing from your screen, chances are you accidentally right-clicked a button and deselected it. But no matter how it got lost, it's lost. To get it back, choose **View|Toolbars** and select the missing toolbar from the menu. Alternatively, assuming you're not missing all the toolbars, right-click an existing toolbar to open the menu and make your selection.

Sometimes, however, toolbars get in the way. If you'd like to get rid of one, choose **View|Toolbars** and deselect the one you don't need. Follow the same steps for each one you want to hide (you can only make one change at a time). If you decide you need a toolbar, repeat this procedure and select the toolbar you want to use.

### Put 'er There

If you want to make a toolbar float, use the mouse to drag it down into the document window. Make sure you click the mouse on an empty part of the toolbar, or on the two vertical bars to the left side of each toolbar.

You can position a floating toolbar anywhere in the document window. Simply drag the toolbar to the top or bottom of the window to anchor it. You can also double-click its title bar, and it will go back to the position whence it came.

### Side View

In addition to anchoring a toolbar at the top or bottom of the window, you can drag a toolbar to one side of the window and anchor it there.

Note, though, that if the toolbar has a text box (such as the Formatting toolbar in Word), you'll only see the text box if the toolbar is anchored horizontally (at the top or bottom of the screen). If you anchor such a toolbar vertically (on the left or right side of the screen), the text boxes become buttons. Don't worry—you haven't lost them. They just changed to accommodate the space.

## Have It Your Way

Would you like to change the icon of one of the toolbar buttons? Choose **View|Toolbars|Customize**. When the Customize dialog box opens, click the Commands tab. Now go to the toolbar and click the button you'd like to change. Click Modify Selection and choose Change Button Image. You can now select a new image and then click OK. When you return to the Customize dialog box, click Close to close the box and save the changes.

You can also edit the icon images. To do this, go into the Customize dialog box, select the button, click Modify Selection, and this time choose Edit Button Image. Now you can do whatever you want with the icon. You can use this opportunity to make a whole new image if you like. When you're finished, click OK. When you get back to the Customize dialog box, click Close.

Note that some buttons cannot be modified. If you select one of these, the Modify Selection button will remain grayed out.

## This Time It's Personal

If you'd like to personalize your toolbar by incorporating some special icons, find an image that you think would make a good icon. Copy the image to the Clipboard and then choose **View|Toolbars|Customize**. When the Customize dialog box opens, click the Command tab and then go to the toolbar and click the icon you want to replace. Next, Click Modify Selection and choose Paste Button Image. This will paste your copied image into the toolbar button. Click Close to close the dialog box and record your change.

This article was taken in part from *PC World Today*. If you need help or have any questions on this article please contact Carl Haller of End User System Support at 444-2072, ZIP!/Outlook, or e-mail at [challer@state.mt.us](mailto:challer@state.mt.us). For Office 97 questions, please contact your agency support staff, the Office Assistant Help feature, or the ISD Customer Support Center at 444-2000.



## Attention! Left-Handed Mouse Users!

Are you a left-handed mouse user? Then you're probably getting tired of dragging your right hand all the way over to the left side of the keyboard to use Ctrl-X, Ctrl-C, and Ctrl-V—the Cut, Copy, and Paste equivalents. And no, not using them isn't an option! (Nor is picking your left hand up off the mouse.)

If you're hooked on keyboard combos, you'll be happy to know there are keyboard combo equivalents for Cut, Copy, Paste, and even Undo, on the right side of your keyboard. Still around from the days of Windows 3.0 and before (but just not documented), the following CUA (Common User Access) commands spell relief for sore wrists:

Shift-Delete = Cut

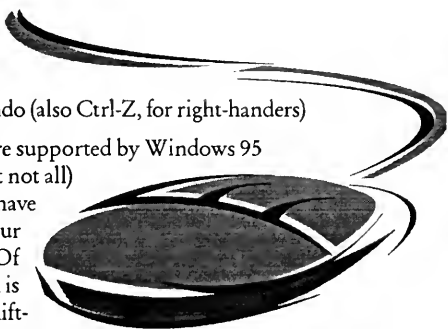
Ctrl-Insert = Copy

Shift-Insert = Paste

Alt-Backspace = Undo (also Ctrl-Z, for right-handers)

These commands are supported by Windows 95 and many other (but not all) applications. You'll have to try them out in your own applications. Of course, the one hitch is that you can't use Shift-Delete outside of an application (for example, to cut a selected icon from an Explorer folder). Remember, as far as Windows 95 is concerned, Shift-Delete means you want to delete the items without sending them to the Recycle Bin. So be sure not to use this combo unless you're inside an application, such as Word or Notepad.

This article was obtained from TipWorld (<http://www.tipworld.com>). For more information, contact Irvin Vavruska of End User Systems Support at 444-6870, ZIP!/Outlook, or e-mail at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us). For general Windows 95 questions, please contact your agency support staff or the ISD Customer Support Center at 444-2000.



## Windows 98 - Key Shortcuts

Here are some keyboard combos for the 'Windows' key (most PCs purchased in the last two years have one). It is the key on either side of the space bar with the Windows Icon.

Press:

Windows-D to open the desktop, Press Windows-D again and all the minimized windows are restored

Windows-E to open Windows Explorer

Windows-F to open Find

Windows-M to minimize all open windows or Shift-Windows-M to undo this command

Windows-R to open the Run window

Windows-F1 to open Help

Windows-L to log off Windows

Windows-Tab to cycle through the Taskbar buttons

Windows-Break to open the System Properties dialog box

These tips are adapted from [www.tipworld.com](http://www.tipworld.com). If you have questions about this article, contact Irvin Vavruska of End User Support at 444-6870, ZIP!/Outlook, or e-mail at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us). For help with Windows 98, contact the Customer Support Center at 444-2000, and they will forward you to the appropriate support personnel.

# Keystrokes - Formatting Characters and Paragraphs

Many WordPerfect for DOS users are more efficient working with keystrokes than with a mouse. Word allows users to use their WordPerfect keystrokes while learning how to use Word. This functionality has to be installed through custom installation after which it can be accessed through the **Help/Help For WordPerfect Users** menu item. Below is a list of some keystrokes that will help WordPerfect users to format their documents quickly using shortcut keys.

## Format characters

Change the font	CTRL+SHIFT+F
Change the font size	CTRL+SHIFT+P
Increase the font size	CTRL+SHIFT+>
Decrease the font size	CTRL+SHIFT+<
Increase the font size by 1 point	CTRL+]
Decrease the font size by 1 point	CTRL+[
Change the character formatting	CTRL+D
Change the case of letters	SHIFT+F3
Format letters as all capitals	CTRL+SHIFT+A
Apply bold formatting	CTRL+B
Apply an underline	CTRL+U
Underline words but not spaces	CTRL+SHIFT+W
Double-underline text	CTRL+SHIFT+D
Apply hidden text formatting	CTRL+SHIFT+H
Apply italic formatting	CTRL+I
Format letters as small capitals	CTRL+SHIFT+K
Apply subscript formatting	CTRL+=
Apply superscript formatting	CTRL+SHIFT+PLUS SIGN
Remove manual character formatting	CTRL+SPACEBAR
Change the selection to Symbol font	CTRL+SHIFT+Q
Display nonprinting characters	CTRL+SHIFT+* (asterisk)
Copy formats	CTRL+SHIFT+C
Paste formats	CTRL+SHIFT+V

## Format paragraphs

Single-space lines	CTRL+1
Double-space lines	CTRL+2
Set 1.5-line spacing	CTRL+5

## Paragraph alignments and indents

Center a paragraph	CTRL+E
Justify a paragraph	CTRL+J
Left align a paragraph	CTRL+L
Right align a paragraph	CTRL+R
Indent a paragraph from the left	CTRL+M
Remove a paragraph indent from the left	CTRL+SHIFT+M
Create a hanging indent	CTRL+T
Reduce a hanging indent	CTRL+SHIFT+T
Remove paragraph formatting	CTRL+Q

## Applying styles

Apply a style	CTRL+SHIFT+S
Start AutoFormat	ALT+CTRL+K
Apply the Normal style	CTRL+SHIFT+N
Apply the Heading 1 style	ALT+CTRL+1
Apply the Heading 2 style	ALT+CTRL+2
Apply the Heading 3 style	ALT+CTRL+3
Apply the List style	CTRL+SHIFT+L

Tip: Word ships with a macro that will generate a table of the complete keystrokes available in the product, including custom keystrokes that individual users can easily create. To run this macro, follow these steps:

Select **Tools/Macros** menu. In the **Macros In** drop-down list, choose **Word Commands**. In the **Macro name** box, type "**ListCommands**." Press ENTER to run macro.

If you have any questions about this article, contact Mike Moller of End User Systems Support at 444-9505, ZIP!/Outlook, or e-mail at [mmoller@state.mt.us](mailto:mmoller@state.mt.us). For support on Word 97, contact the ISD Customer Support Center at 444-2000.



## Word 97 Tips & Tricks

### Travel fast around documents

Instead of scrolling down every page and scanning each paragraph to move around in your Word documents, travel fast using the **Select Browse Object** button. Click this button (located in the bottom right corner of your screen between the two sets of double arrows), to get a pop-up button menu. There, you'll find the following options: Go To, Find, Browse By Edits, Browse By Heading, Browse By Graphics, Browse By Table, Browse By Field, Browse By Endnote, Browse By Footnote, Browse By Comment, Browse By Section, or Browse By Page. Select one of the buttons to change the function of the double arrow buttons on either side of the Select Browse Object button. For example, if you click the Browse By Table option, you can then go to the previous table in your document by clicking the double up-arrow button. Similarly, clicking the double down-arrow button will take you to the next table.

For more information about this article contact Jerry Kozak of End User Systems Support at 444-2907, ZIP! /Outlook, or e-mail at [jkozak@state.mt.us](mailto:jkozak@state.mt.us). For user support try the Office Assistant/Help in Word or call the ISD Customer Support at 444-2000.



## Fonts Slowing Down Your Machine?

Does your desktop PC run slowly? The problem may be due to fonts. Windows 95 allows approximately 1,000 fonts per PC. However, more than 700 fonts loaded may cause problems. Each time you boot your PC, all resident fonts are loaded. To increase the speed, remove some of the fonts. Certain fonts are necessary to run your system so asking your LAN administrator to help really is necessary.

If you have any questions about this article please contact Brian Clark of End User System Support at 444-0751, ZIP! /Outlook, or e-mail at [brianc@state.mt.us](mailto:brianc@state.mt.us).

## A Quick Way to Find & Replace

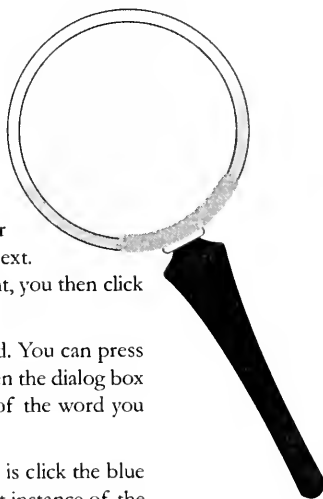
There is more than one way to repeat a find in Word 97. Let's suppose that you press **Ctrl-F** to open the Find and Replace dialog box. In the Find What dialog box, you enter the word for which you're searching and then click Find Next. If this occurrence is all you want to deal with at the moment, you then click Cancel (or press Esc) to close the dialog box.

Later you want to find more occurrences of the same word. You can press **Ctrl-F** to open the Find and Replace dialog box again. When the dialog box opens, you click Find Next to locate another occurrence of the word you entered.

You don't have to go to all that trouble. All you have to do is click the blue double-down arrows on the vertical scrollbar to get the next instance of the word you're searching for. If you want to search backward rather than forward, click the blue double-up arrows.

This Microsoft Office Tip is made possible by *Tip World*.

For more information concerning this article, contact Heidi Mann of End User Systems Support at 444-2791 or e-mail at [hmann@state.state.mt.us](mailto:hmann@state.state.mt.us). For user support try the Office Assistant/Help in Word or call the ISD Customer Support at 444-2000.





## CrackUp

ZDNet has made a free Windows utility available. CrackUp accurately calculates disk fragmentation percentages, and reports the fragmentation of all local hard drives in a single window. It can run in the background to check fragmentation at intervals, and warn if any drive exceeds the specified fragmentation level. A detail report provides raw fragmentation data in text or CSV format. To install CrackUp, place its component files (CrackUp.exe, CrackUp.hlp, and CrackUp.cnt) in any folder, then create a shortcut to CrackUp.exe. To remove the program, simply delete the files. CrackUp does not touch the system Registry. The only files it creates are CRACKUP.INI, stored in the same directory as CrackUp.exe, and the detail report, stored in the location of your choice. For details on program operation, refer to the program's online help file.

CrackUp, Version 1.0 Copyright (c) 1998 Ziff-Davis, Inc. Written by Bob Flanders and Gregory A. WolkingFirst Published in *PC Magazine*, US Edition, November 3, 1998

If you would like a copy of the CrackUp files they are available on the Value Added Server at **guest\windows\win95\addons\crackup**. If you do not have access to the Value Added Server contact Irv Vavruska of End User Support at 444-6870, ZIP!/Outlook, or e-mail at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us).

## TrayMgr

The system tray, introduced with Windows 95, uses a specific area on the Windows taskbar to display icon shortcuts for applications that run in the background. You can click on a tray icon for convenient access to the associated application. Many applications take advantage of the tray, and this has created a problem. Over time, the tray can become so cluttered with icons that you have to really hunt to find the one you want. TrayManager lets you replace your less-used tray icons with a single icon that gives access to the other icons. Right-click on the TrayManager icon to access the other items in the tray.

To install TrayManager run `tmsetup.exe`. The installation process copies four files (`trayman.exe`, `tmhook.dll`, `trayman.hlp` and `trayman.cnt`) to the hard disk directory that you specify. It also creates a Registry entry so TrayManager is automatically loaded each time Windows starts. Once installation is complete, you must restart Windows before you can use TrayManager. When Windows restarts you'll see TrayManager's icon in the Windows tray. To uninstall TrayManager, use the Add/Remove Programs applet in Control Panel. This removes TrayManager's Registry entries and deletes its program files from your hard disk.

*PC Magazine* has made this useful free utility available.

TrayManager, Version 1.0 Copyright (c) 1999 Ziff-Davis, Inc.

If you would like a copy of the TrayMgr files they are available on the Value Added Server at **guest\windows\win95\addons\traymgr**. If you do not have access to the Value Added Server contact Irv Vavruska of End User Support at 444-6870, ZIP!/Outlook, or e-mail at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us).

# Windows Freebie



# Media Based Training (MBT)

- **A VCR or Multi-Media PC is needed.** Most of the courses are delivered on video as well as multi-media CD, some are only available on CD ROM. The information is presented in a very professional manner using various teaching methods including diagrams and real life examples. The accompanying workbook provides the course in written form and after each section quizzes you on what has been covered.
- **Sign up.** Contact Shawndelle Semans at 444-2700, ZIP!@Outlook, or e-mail at ssemans@state.mt.us. She will need your name, phone number, address, Agency and how you want to receive the course.
- **How do I get the course?** You can pick up the course in Room 222 of the Mitchell Building. It can be deadheaded (interoffice mail) or mailed to you.
- **How Long?** The checkout period for each course is two weeks. If you can't complete the course in two weeks and if there is no one on the waiting list, we can usually extend the checkout period for another two weeks.
- **What's Available?** The course description of each course can be found on the VAS at `guest\training\CT_Video\T3_VAS.rtf`. If you are an Approach user you can check on the current availability of any course by accessing the read-only file on the VAS at `guest\training\CT_Video\videodb.apr` (password Montana).
- **How Much?** There is no charge.
- **Who is eligible?** Any state employee.

**Minimum System Requirements** (for all three courses listed)

- 486DX, 33Mhz CPU
- >16 MB RAM
- 2X CD-ROM
- VGA Color Monitor >512K VRAM 640x480
- Windows 3.1x, 95 or NT and compatible mouse
- Sound Blaster or compatible card, 8bit WAV audio

## HTML Fundamentals Course Code: 10.08.01

**Duration:** 4 hrs

HTML Fundamentals, the first course in the Internet curriculum gives you an overview of the fundamental concepts of Hyper Text Markup Language (HTML). It teaches you to create simple web pages using HTML tags and HTML formatting features. It also teaches you to link web pages using hypertext links, hypermedia links, and image maps.

**Audience:** This course is meant for all individuals and organizations that want to create their own Web pages.

**Prerequisites:** You should be familiar with a GUI Interface and have user level knowledge of any text editor.

**Benefits:** After this course, you will be able to:

- Create simple HTML documents
- Format Web pages by adding headings, subheadings, and paragraphs
- Enhance Web pages by formatting text, adding lists, and adding graphics
- Link Web pages using hypertext and hypermedia links, combinations of tags, and image maps

### Course Structure:

Introduction to HTML

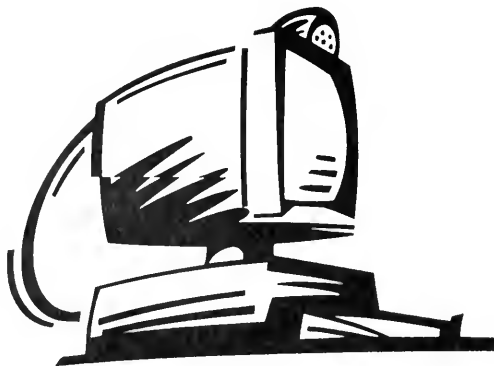
- About the Web
- HTML and the Web

Creating and Formatting HTML Documents

- Creating an HTML Document
- Formatting an HTML Document

Adding Lists and Graphics

- Adding Lists
- Adding Graphics



### Linking Web Pages

- Creating Links
- Using Combinations of Tags
- Using Image Maps

## Advanced Features of HTML

### Course Code: 10.08.02

**Duration:** 4 hrs

Advanced Features of HTML, the second course in the Internet curriculum, teaches the advanced features of Hyper Text Markup Language (HTML). It teaches you to add objects like tables and forms in Web pages using HTML tags and HTML formatting features. It also gives you an overview to the extensions provided by the browsers Internet Explorer and Netscape Navigator.

**Audience:** This course is meant for all individuals and organizations that want to create their own Web pages.

**Prerequisites:** You should be familiar with a GUI Interface and have user-level knowledge of any text editor. You should also be familiar with the fundamental concepts of HTML and Web pages.

**Benefits:** After this course, you will be able to:

- Create tables with title and border
- Create forms with textbox, text area, checkboxes, radio buttons, scrolling and pop-up menus, reset and submit buttons
- Create frames
- Use Internet and Netscape extensions of HTML tags

### Course Structure:

#### Creating and Formatting Tables

- Introduction
- Creating a Simple Table
- Adding Row and Column Headings
- Adding Borders and Titles
- Aligning a Table
- Adding Functionality to a Table
- Formatting the Contents in a Cell
- Creating Hypertext Links in a Cell
- Displaying Graphics in a Cell
- Creating Hypermedia Links in a Cell

### Creating Forms

- Adding Input Fields
- Introduction
- Adding a Text Field
- Adding Radio Buttons
- Adding Checkboxes
- Adding Text Area

### Adding Menus and Buttons

- Adding a Reset Button
- Adding a Submit Button
- Adding a Pop-up Menu
- Adding a Scrolling Menu
- Formatting a Form

### Working with Browsers

#### Using Internet Extensions

- Extensions for the BODY Tag
- Extensions for Formatting Text
- Extensions for the Table Tag
- Extensions for the Image Tag

#### Using Netscape Frames

- Creating Frames
- Formatting Frames
- Linking Frames

#### Using Netscape Extensions

- Extensions for Formatting Text
- Additional Netscape Tags
- Extensions for Formatting a Web Page

## Using Dynamic HTML and VBScript

### Course Code: 10.08.03

**Duration:** 4 hrs

The course 'Using Dynamic HTML and VBScript' enables you to create interactive Web pages using Dynamic HTML and VBScript in the client-side environment.

**Audience:** Application developers who want to create interactive Web applications. Web authors who want to use VBScript to add interactivity and dynamic content to Web pages.

**Prerequisites:** The audience should be familiar with Visual Basic 4 and possess the concepts and skills covered in the following VISTA MM courses:

- HTML Fundamentals
- Getting Started with the Internet
- ActiveX Fundamentals.

**Benefits:** After this course, you will be able to:

- State the need for Dynamic HTML
- State the functions of the components of the Dynamic HTML Object Model
- State the need for VBScript to implement Dynamic HTML
- State the structure of VBScript
- Use VBScript to create Style Sheets
- Implement Cascading Style Sheets
- Create interactive graphics using VBScript
- State how to create animated effects
- Create an event procedure for a Standard control
- Create an event procedure for an ActiveX control
- State what is data binding
- Create a Data Driven Application front end using VBScript

#### Course Structure:

##### Dynamic HTML

- Need for Dynamic HTML
- Components of Dynamic HTML

##### VBScript

- Need for VBScript
- Structure of VBScript

##### Interactive Text

- Creating a Style Sheet
- Implementing Cascading Style Sheets

##### Interactive Graphics

- Creating Interactive Graphics
- Steps in creating Animated Effects

##### Using Controls

- Using Standard Controls
- Using ActiveX Controls

##### Data Binding

- Defining Data Binding
- Creating a Data Driven Front End
- Executing an Application

For more information about this article contact Trapper Badovinac of the Policy, Development & Customer Relations Bureau at 444-4917, ZIP!/Outlook, or e-mail at [tbadovinac@state.mt.us](mailto:tbadovinac@state.mt.us). To check out a course or to inquire about availability, contact Shawndelle Semans at 444-2700, ZIP!/Outlook, or e-mail at [ssmans@state.mt.us](mailto:ssmans@state.mt.us).

## Oracle Channel Training

Oracle will discontinue the Oracle Channel satellite broadcast education program on May 31, 1999. Please watch the schedule carefully and plan your training accordingly.

### March

- 2 SQL 1: Retrieve Data
- 3 SQL II: Define and Manipulate Data
- 4 SQL Statement Tuning
- 9 Oracle8 Architecture and Startup
- 10 Oracle8 Architecture and Startup
- 11 Oracle8 Networking Strategies
- 16 Developer/2000 Fundamentals
- 17 Developer/2000 Deploy Web-based Applications
- 18 Financial Applications Release 11 New Features
- 23 Designer/2000 Release 2 New Features
- 24 Designer/2000: Generate Oracle WebServer Applications
- 25 Manufacturing Applications Release 11 New Features
- 30 PL/SQL I: Coding Techniques
- 31 PL/SQL II: Database Level Application Programming

### April

- 6 Introduction to Data Warehousing
- 7 Planning for a Successful Data Warehouse
- 8 Data Warehousing Fundamentals for DBAs
- 13 Oracle8 Data and Security Management
- 14 Oracle8 Backup and Recovery Strategies
- 15 Oracle8 Performance Tuning Strategies
- 20 Oracle7 Introduction to Oracle Certification Primer
- Oracle7 Database Administration Certification Primer
- 21 Oracle7 Backup and Recovery Certification Primer
- Oracle7 Performance Tuning Certification Primer
- 27 Object Technology Essentials
- 28 PL/SQL8 New Features

## May

- 4 SQL 1: Retrieve Data
- 5 SQL II: Define and Manipulate Data
- 6 SQL Statement Tuning
- 11 Financial Applications Release 11 New Features
- 12 Manufacturing Applications Release 11 New Features
- 18 Oracle8 Architecture and Startup
- 19 Oracle8 Architecture and Startup
- 20 Oracle8 Networking Strategies
- 25 Introduction to Data Warehousing
- 26 Planning for a Successful Data Warehouse
- 27 Data Warehousing Fundamentals for DBAs

A full description for each of the classes can be found on the Oracle website at <http://education.oracle.com/education/toc>. Because class material has to be ordered, you must register at least two weeks before the scheduled class date. Please contact Barbara Clark at 444-0846, ZIP!/Outlook, or e-mail at [baclark@state.mt.us](mailto:baclark@state.mt.us).

## Computer Security Training for End Users

This is a two-hour seminar that covers the following:

- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of e-mail and the Internet
- user responsibilities

Training is held the third Thursday of each month.

Thursday, March 18, 1999

8:30–10:30 am

Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn ([llebahn@state.mt.us](mailto:llebahn@state.mt.us)) or Kim Ingwaldson ([kingwaldson@state.mt.us](mailto:kingwaldson@state.mt.us)) of ISD at 444-2700.

## Training Calendar

This schedule is assembled by the Helena College of Technology of The University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at HCT, 1115 N. Roberts.

The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person's ability to participate in training.

Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, you must send or dead-head an enrollment application to

State Training Center, HCT  
Helena, MT 59601

If you have questions about enrollment, please call 444-6821.

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. HCT is also willing to schedule specific classes by request from state agencies.



## State Training Calendar

Database Classes	PREREQ	DATE	COST	DAYS
Intro to Oracle	Intro to Windows	None	200.00	2
Discoverer 3.0	Windows 95	None	100.00	1
Intro to SQL	Intro to Oracle	None	200.00	2
Oracle Developer 2000, part I	Intro to Oracle & SQL	None	**342.20	apr 3
PL/SQL	Intro to Oracle & SQL	Mar 16-17	200.00	2
Oracle Developer 2000, part II	Oracle Dev. I & PL/SQL	Mar 30-Apr 1	**300.00	3
Oracle Designer	Oracle Dev. I; PL/SQL recomm	Apr 12-23 am	**536.95	apr 5
Access 97	Windows 95	Apr 8-9	200.00	2
Visual Basic for Applications	Access 97	Mar 24-25	200.00	2

### Data Network/Mainframe Classes

Understanding Windows NT 4.0 – Installation, Support, Tuning, Integration, Troubleshooting	Mar 17-19	725-765	apr 3
Understanding the Windows Registry, NT 4.0, 95, 98 & 2000	Mar 22-23	525-565	apr 2

### Microcomputer Classes

Windows 98 Conversion	familiar with Windows	Mar 11 am, Apr 6 am	50.00	1/2
Windows 95 Conversion	familiar with Windows	Mar 4 am, Apr 2 am, May 3 am	50.00	1/2
Windows 95	N/A	Mar 1, Apr 1	100.00	1
Outlook 98*	Windows 95	Mar 12 pm, Apr 15 am, May 4 pm		
Word 97 Conversion	Windows 95	Mar 4 pm, Apr 2 pm, May 3 pm	50.00	1/2
Intro to Word 97	Windows 95	Mar 5 or 29, Apr 5, May 4	100.00	1
Intermediate Word 97	Intro to Word 97	Mar 18, Apr 19, May 6	100.00	1
Advanced Word 97*	Inter Word 97	Mar 23, Apr 26-27	100.00/200.00	1 or 2
Excel 97 Conversion	Windows 95	Mar 12 am, Apr 14 am, May 4 am	50.00	1/2
Intro to Excel 97	Windows 95	Mar 8 or 9, Apr 7, May 5	100.00	1
Intermediate Excel 97	Intro to Word 97	Mar 15, Apr 21, May 7	100.00	1
Advanced Excel 97*	Inter Excel	Mar 26, Apr 29-30	100.00/200.00	1 or 2
PowerPoint 97	Windows 95	Apr 12-13	200.00	2
Internet	Windows 95	Mar 22 pm	50.00	1/2

\*Outlook 98 is for employees new to state agencies that have already converted to Outlook

\*Starting in April, Advanced Word will be a 2 day course

\*Starting in April, Advanced Excel will be a 2 day course

Prerequisites may be met with consent of Instructor.

\*\*The Oracle Designer and Developer class fees are recovered through the monthly data network rate and paid for by ISD.

## State Training Enrollment Application

Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

### Course Data

Course Request \_\_\_\_\_

Date Offered \_\_\_\_\_

### Student Data

Name \_\_\_\_\_

Soc. Sec. Number (for P/P/P) \_\_\_\_\_

Agency & Division \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

\_\_\_\_\_  
\_\_\_\_\_

### Billing Information/Authorization Mandatory

LogonID \_\_\_\_\_ Agency# \_\_\_\_\_ Authorized Signature \_\_\_\_\_

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager \_\_\_\_\_

Training is needed for

- ☐ Agency Oracle Developer
- ☐ Continuing education opportunity (Agency will be billed for training.)
- ☐ Agency contractor (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is made three business days before the start date of the class.

### DeadHead completed form to

State Training Center, Helena College of Technology of the U of M  
Phone 444-6800 FAX 444-6892

## Editor's Notes



### Published monthly by

Information Services Division (ISD)  
Department of Administration  
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This newsletter is dedicated to educating and informing with pertinent State technology news. Alternative accessible formats provided upon request to persons with disabilities.

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- ISD Box #, Deadhead or Mail
- [www.state.mt.us/isd/current/news/index.htm](http://www.state.mt.us/isd/current/news/index.htm)
- ISD's Value Added Server/guest/N&V

### To Submit an Article

Send the article to Trapper Badovinac, via Outlook or e-mail. The deadline for inclusion in the following month's newsletter is the 1st week of the previous month.

### Printing & Distribution

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### Contacts & Editor

**Editor:** Trapper Badovinac (444-4917),  
ZIP!/Outlook or e-mail at [tbadovinac@state.mt.us](mailto:tbadovinac@state.mt.us)

**Layout:** Diana MacDonald (444-3170),  
ZIP!/Outlook or e-mail at [dmacdonald@state.mt.us](mailto:dmacdonald@state.mt.us)

**Subscription:** Lois Lebahn (444-2073),  
ZIP!/Outlook or e-mail at [llebahn@state.mt.us](mailto:llebahn@state.mt.us)

### ISD Customer Support Center

Available for any problems or opportunities you may have. (444-2000)

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[www.state.mt.us/isd/current/news](http://www.state.mt.us/isd/current/news)

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Department of Administration  
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